**Letter of invitation to tender**

19th of May 2014

Ramallah

**Our ref.: S-11-2014**

Dear Sirs,

**SUBJECT: INVITATION TO TENDER FOR FULL production of a 10-minute HD short VIDEO film on "Sulalah" Project**

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

SECTION 1: CONTRACT NOTICE

SECTION 2: INSTRUCTIONS TO TENDERERS

SECTION 3: TENDER FORM

SECTION 4: GENERAL CONDITIONS FOR SERVICE CONTRACTS

SECTION 5: FORMS:

General information (Annex I) Form A

Power of attorney Form B

Financial identification form Form C

Administrative compliance grid …………………………………………… Form D

Evaluation grid …………………………………………………………………….. Form E

Work Plan ……………………………………………………………………………. Form F

Legal Entity Form …………………………………………………………………. Form G

Key experts ……………..…………………………………………………………... Form H

Litigation History ………………………………………………………….……... Form I

Data on Joint ventures ……..…………..……………………..……………. Form J

Further Information ……………………………..………………………………. Form K

SECTION 6: SPECIAL CONDITIONS

SECTION 7: TERMS OF REFERENCE

SECTION 8: FINANCIAL OFFER

SECTION 9: CONTRACT FORM

SECTION 10: GROUNDS FOR EXCLUSION

**Yours sincerely,**

**Noura Maslamani**

**Procurement officer**

**Union of Agricultural Work Committees**

**SECTION 1: SERVICE CONTRACT NOTICE**

**Full production of a 10-minute HD short VIDEO film on "Sulalah" Project**

**<Location**: ‑ West Bank / Palestine>

1. **Publication reference**

S-11-2014

1. **Procedure**

Single Tender

1. **Programme**

 2012 – Food Security Programme in the occupied Palestinian territory Livestock based Livelihood Support Programme – field level component – (LbL-f)

1. **Financing**

 The project is co-financed by the European Union, in accordance with the rules DCI-FOOD/2013/320-941

1. **Contracting Authority**

 Union of Agricultural Work Committees,

Al-Masyoun- Al Tarifi Building "5th Floor", Ramallah,

Tel/fax: 02-2980316 / 02-2965545

**CONTRACT SPECIFICATION**

1. **Nature of contract**

Fee-based

1. **Contract description**

Union of Agricultural Work Committees intends to procure the services for producing a 10-minute FULL HD short VIDEO film on "Sulalah" Project in the project targeted areas.

1. **Number and titles of lots**

**The tender is not divided into lots.**

**CONDITIONS OF PARTICIPATION**

1. **Eligibility**

Participating companies shall be registered according to Palestinian laws. Participation is open to all natural persons who are nationals of and legal persons.

1. **Number of applications**

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

1. **Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in **Section 2.3.3** of the PRAG.

1. **Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

1. **Provisional date of invitation to tender**

19th of May 2014

1. **Provisional commencement date of the contract**

23rd of June 2014

1. **Initial period of implementation of tasks**
2. 23rd of June 2014 – 31st of May 2015

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

**1) Economic and financial capacity of candidate (**based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided.

**2)** **Professional capacity of candidate** (based on items 4 and 5 of the application form)

**3) Technical capacity of candidate** (based on items 5 and 6 of the application form)

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator.

**17. Award criteria**

The best value for money which is a combination of Technical offer which consists of 80% of the weight on the evaluation as follows: sample of previous experience received upon submission deadline (50%), experience (20%) and work plan (30%) and Financial offer which consists of 20% of the evaluation for bidders who have passed the technical evaluation with scores gained more than 80%.

The Contracting Authority has the right to delete or modify any item without any restraint by the tenderer.

The contracting authority will not necessarily choose on the basis of lowest price alone but will chose in accordance with the above-mentioned criteria.

**APPLICATION**

**18. Deadline for receipt of applications**

The tender dossier is available at the premises of Union of Agricultural Work Committees – Ramallah office (see item 5) upon payment of **36 euros** or **174 Shekels**. Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed. The submission date shall be on 1st of June 2014, 12:00 pm.

Tenderers with questions regarding this tender should send them in writing (mentioning the publication reference shown in item 1) at least **7 days** before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least **3 days** before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier will be sent to tenderers at least **3 days** before the submission deadline.

Any application received by the Contracting Authority after this deadline will not be considered.

**19. Application format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

**20. How applications may be submitted**

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope by hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

"Union of Agricultural Work Committees,

Al-Masyoun- Al Tarifi Building "5th Floor", Ramallah,

Tel/fax: 02-2980316 / 02-2965545"

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

**21. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**22. Operational language**

All written communications for this tender procedure and contract must be in English.

**23. Tender guarantee**

Tenderers must provide a tender guarantee of 5% of the tender amount valid for 90 days after the deadline for submission of tenders when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer(s) upon signature of the contract by all parties and after providing the required performance guarantee.

1. **Tender validity**

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

1. **Tender opening session**

Tender opening session will be held on 9th of June 2014 at 12:00 pm local time at UAWC office in Al-Masyoun – Al Tarifi building "5th Floor”, Ramallah, and Tel/fax: 02-2980316 /02-2965545.

1. **Legal basis**

The Project is co-financed by the European Union, in accordance with the rules of 2011 - Food Security Programme in the occupied Palestinian territory.

UAWC is the beneficiary of the grant contract, will act as the Contracting Authority for this tender as per signed contract with European Union no. DCI-FOOD/2012/308-535.

**Note: All tenders must be submitted in 1 original (singed & stamped); all tender documents must be filled and stamped by bidders attached with the following requested documents:**

1**. The registration certificate for the company: شهادة تسجيل الشركة**

2**. Valid deduction from origin: شهادة خصم من المصدر سارية المفعول**

3**. Company’s CV/ Profile: السيرة الذاتية للشركة**

4**. Company’s Financial Statements for the past three years: القوائم المالية للشركة خلال السنوات الثلاث الماضية**

**5. A detailed work plan: خطة عمل مفصلة**